

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE

NO.

M-16

PAGE

NO.

1

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF APPEALS

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. MINUTES OF THE BOARD OF APPEALS

Size: 8½" x 11" x 2"

Dates: 1946 - -

Quantity: 2 volumes

File Arrangement: Chronological

The Minutes of the Board of Appeals contain a summary of all transactions of the Board with respect to hearings on zoning appeals including disposition of the appeals.

RECOMMENDATION: RETAIN PERMANENTLY.

2. APPEALS APPLICATIONS FILE

Size: Legal size

Dates: 1950 - -

Quantity: 2 file drawers

File Arrangement: By application number

Appeals from zoning decisions of the Mayor and Council may be made to the Board of Appeals. Each appeal is assigned a case number and the folders contain all or some of the following papers:

Application for appeal

Correspondence

Denial copies (if the appeal is taken on a denial)

Floor and building plans

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Kissel Signature *Victoria Manning* Title *5/28/62* Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/4/1962

Date

Miriam S. O'Leary
Archivist

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. m No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>List of persons notified of hearing Memoranda Notice of hearing Sketches Zoning and land use maps</p> <p>Extra copies of plans are deposited with the Department of Licenses and Inspection.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>3. <u>SPECIAL EXCEPTIONS FILE</u></p> <p>Size: Legal size Dates: 1956 - - Quantity: 1 file drawer File Arrangement: By application number</p> <p>Applications for Special Exceptions to the Zoning Code are made to the Board of Appeals. The Zoning Code contains provision for such exceptions under certain specified conditions. Each file folder contains all or some of the following papers:</p> <p>Application for Special Exception Receipt copy for appeal fee Notes and Bonds Site and land use plans, including parking areas Floor plans Zoning map Sketches Affidavit of posting notice of hearing Affidavit listing adjoining landowners Staff recommendation from the Planning Commission</p> <p>Extra copies of plans are deposited with the Department of Licenses and Inspection.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>